



## Grass Roots 8 Bursary Application Form Guidance Notes

To help provide guidance on your application for a Grass Roots bursary, we have listed a number of potential questions and answers. If this document does not answer your queries in full please contact us at [paul.ferguson@sedapds.com](mailto:paul.ferguson@sedapds.com) for further clarification.

### What does the registration fee cover?

In addition to the taught course lectures, the registration fee (£750 for industrial and £550 for academic attendees) covers all meals (breakfast, evening and lunch as appropriate on Friday evening through to Monday lunch time), lunch (Saturday and Sunday), accommodation (Friday, Saturday and Sunday nights), a full set of electronic course notes (sent in advance by email and on USB stick at the event) and a certificate of attendance.

### Who can apply for a bursary?

UK based researchers studying for D.Phil or PhD qualification in the field of separation science or making significant use of LC in their research at an academic institute. Industrially based chromatographers and university lecturers may apply for our Ted Adlard grants if they are based in the UK at a small or medium enterprise (SME) company (using the UK definition of SME as any business with fewer than 250 employees) or a UK based university.

### What level of financial support can be expected?

We have a limited number of vendor sponsored full bursaries for academic students to cover the full costs of the event (£550). Once these have been utilised, we will use a limited number of ChromSoc academic bursaries (£250) which will cover partial registration costs for academic students. Ted Adlard bursaries of £250 will be available to chromatographers based in industry at SMEs or academic lecturers which will offset registration costs. Travel costs are *not* included in the bursaries.

### What do I have to do to apply for a bursary?

All applicants (academic and industrial) should fill in the appropriate application form in full. An application for an academic bursary from a PhD/D.Phil applicant must be accompanied by a letter of support from the applicant's academic supervisor (see later). For applications from post-doctoral research assistants, only academic supervisor details are requested to verify employment. No additional documentation is needed for industrial applications from colleagues at SME's.

### What is the decision making process?

The bursary application will be reviewed by members of the Grass Roots organising committee and a decision will typically be given within four weeks of receiving the completed application form (assuming the supervisor's letter of support is also received in the same time frame).

### How will the bursary be provided?

If your full bursary application is approved, you will be contacted within four weeks and will be provided a registration code which can be entered on the registration site for the appropriate registration fee to become available. For PhD and D.Phil students, you will be made aware which company has sponsored you (see 'Chromatographic Society requirements' below).

If all full sponsored bursaries have been allocated, then a ChromSoc bursary will be offered (amount is £250). You will be provided with the appropriate registration code and pay the £300 balance.

If you are unsuccessful in obtaining a bursary, the reason for this will be communicated to you. You will still be able to attend, but will need to pay the full academic rate (£550).

### What category to register as?

On the registration page ([link](#)) please register based on the following categories:

Category	Applicable to	Event cost after bursary granted
Academic	<ul style="list-style-type: none"> <li>MSc or PhD/D.Phil students</li> <li>Post-doctoral researchers and academic lecturers</li> </ul>	Full sponsored bursary = £0 ChromSoc bursary = £300  Ted Adlard bursary = £300
Industrial	<ul style="list-style-type: none"> <li>Industrialists in SMEs</li> </ul>	Ted Adlard bursary = £500

**Note** – You will need to pay the remaining fees within 2 weeks or your place will potentially be reallocated.

### How can I pay?

There are three ways to pay on the registration page (i) invoice (ii) cheque or (iii) PayPal. For PayPal it is not necessary to have a PayPal account and you will be processed as a ‘guest’ user. The latter approach is preferred for speed and security.

### What happens if I receive a bursary but can no longer attend?

If this happens, please inform us at the earliest opportunity. If we can repurpose the funds to another student we will, but if you inform us too near the event (ca. 1 month) we may not be able to identify another researcher. In this case we will seek £300 compensation to cover expenditure on food, accommodation etc.

### Chromatographic Society requirements

We stipulate a small number of requirements for applicants:-

- As detailed above, the applicant must be a UK based student or worker.
- Academic applications must be supported by a ‘letter of support’ from the applicant’s academic supervisor (see below).
- For company sponsored student bursaries, you will be made aware which company or organisation are sponsoring your attendance. We require you to acknowledge this sponsorship by an appropriate post(s) on [LinkedIn](#) highlighting your attendance at the event and tagging the organisation sponsoring you.
- PhD or D.Phil students will provide feedback in the form of a short article on the event which we may use in advertising of this event in the future. The feedback will not be published with a name (unless requested) but only the applicant’s academic establishment or company. ***Failure to agree to this condition will impact future bursary applications from the applicant and their supervisor.***

### Academic supervisor’s letter of recommendation

In order to ensure the applicant is suitable for a ChromSoc bursary, a letter of support from the undergraduate or researcher’s academic supervisor must accompany the application. The letter of support should ideally be received within two weeks of the student’s application to the Chromatographic Society. The letter of support should briefly include:-

- Academic institution address and contact email/phone number of the supervisor.
- Confirmation of the student's details (name and title of research) and dates of study for their research programme.
- Details of how the award of a bursary will benefit the researcher and confirmation the supervisor agrees with their application.
- How the course aligns with the applicants research.
- If only partial funds are available (i.e. ChromSoc bursaries of £250), that additional funding is available for the academic applicant to attend the event.

In some instances, we may contact the supervisor by email or phone call to confirm particulars of a student's application.

### **The event**

All registration fees, course notes, meals and accommodation are included in the cost of the event. There is no need to book a room at the University as one will be allocated to you on arrival. Travel to and from the event are not included in the costs.

If there are any additional queries regarding these bursaries please contact the Chromatographic Society via email at [paul.ferguson@sedapds.com](mailto:paul.ferguson@sedapds.com).